



# Job Opportunity

## State Controller's Office

**Position:** Senior Information Systems Analyst (Specialist) | Statewide

**Location:** Information Systems Division  
300 Capitol Mall, Suite 701, Sacramento, CA 95814

**Issue Date:** August 26, 2005

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Terry Meleski, 916-323-6695

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-340-1337-008  
Reference #06-012

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

Under direction from the Data Processing Manager II, Project Administration, the Senior Information Systems Analyst (Specialist) acts as the primary staff support and liaison to the State Controller's Office (SCO) Project Managers and IT Governance Board. Incumbent responsibilities include working with project staff to ensure adherence to SCO accepted project procedures and practices, and analyze current practices to identify areas where solutions can be applied to improve operational efficiency. Using the Controller's Office IT Governance Board Charter as a guide, assignments involve the development of core processes, guidelines and procedures to support, serve, and maintain the SCO IT Governance Board. In addition, the incumbent will coordinate and work with the IT Governance Board, CIO, IT technical staff and management in the development and support of the SCO IT strategic plan (the Agency Information Management Strategy, aka AIMS).

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Act as a liaison and support project and business managers in following Project Management practices and principles. Provide assistance in the development and review of Concept Papers, Budget Change Proposal, Feasibility Study reports, and other documents as required. Work with program (business) analysts and managers in all divisions to provide independent review of their most complex business process improvement proposals enabled through technology. Understand the State Controller's Office (SCO) strategic direction and technical infrastructure to determine if business improvements align with the SCO IT strategic direction.
- Provide staff support to the SCO IT Governance Board. Coordinate the tracking and reporting of department IT projects. Maintain and provide the governance board with updated project lists and priorities. Develop, administer, evaluate, and update departmental governance and project management processes. Ensure compliance with external requirements, departmental processes,



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



policies, and standards for IT projects.

- Provide guidance in the development and review of governance processes and procedures related to Portfolio Management for the SCO. Support the IT Governance structure and process by providing research and analysis, consultation, and coordination of IT activities for the CIO and the IT Governance Board. Coordinate the work of special governance and task force committees.
- Provide project management oversight and guidance to project staff and management engaged in IT projects. Provide oversight reports to ensure compliance with project management procedures.
- Advise program (business) managers when updates to IT related policies, requirements, and procedures are addressed in Management Memos and annual Budget Letters. Analyze legislation that has a fiscal impact on the SCO mission and provide executive management impact analysis reports.
- Act as a single point of contact for IT project issues with external control agencies. Monitor feasibility study efforts and help resolve issues. Work with the Department of Finance (DOF) and General Services (DGS) to ensure the SCO adheres to information technology project definition and reporting requirements for all its technology efforts. Collaborate with and assist DOF to assure approved IT expenditures are in alignment with statewide IT policies and strategies. Collaborate with business managers to ensure IT policies and reporting requirements are complied with and processes documented.

*Applications will be screened and only the most qualified will be interviewed*

#### **How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

#### **State Controller's Office**

Information Systems Division  
300 Capitol Mall, Suite 701  
Sacramento, CA 95814

Attn: Terry Meleski - Reference #06-012. (Candidate must indicate the reference # on their resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application, STD. 678.)